CLARIFICATION OF VOLUME 2, ISSUE #90, RE: RECORDING FY96 PAYMENT TRANSACTIONS

In Volume 2, Issue #90, titled Recording FY 96 Payment Transactions, you were informed the following:

Disbursement Method Indicator = M (Manual)
Manual Warrants:
All manual warrants which apply to FY96 **MUST** be entered and approved in MAIN FACS by the close of business on 10/10/96.

If entering the warrant into ADPICS, you **MUST** enter the effective date. It must be 09/30/96 if processing on or after Monday, September 30. The Due Date **MUST** also be changed to 09/30/96. This will allow the vouchers payable, e.g., TC 222, and the payment liquidation, e.g., TC 380, to post to fiscal year 1996 correctly.

If entering the warrant into R*STARS, the effective date **MUST** be 09/30/96 if processing on or after 09/30/96. The due date field must be entered as 09/30/96. Do **NOT** leave the due date field blank. This will allow the vouchers payable, e.g., TC 222, and the payment liquidation, e.g., TC 380, to post to fiscal year 1996 correctly.

If your agency does not enter and approve all of its manual warrants relating to FY96 by 10/10/96, then you must contact your OFM liaison.

AS A POINT OF CLARIFICATION, PLEASE NOTE THE FOLLOWING:

If you are entering the manual warrant on a voucher (PCHL 1410) in ADPICS or the 505 Pre-encumbrance/Encumbrance Expenditure Transaction Entry screen directly in R*STARS, you can back date the due date to 09/30/96 on the transaction. If you are processing a direct voucher in ADPICS (PCHL 1800), the system will NOT allow you to back date the due date.

When recording the use of a manual warrant using a Direct Voucher IN ADPICS (PCHL 1800) ONLY, please use the current effective date, as the due date. For example, if recording a manual warrant with a 9-30-96 effective date, on Monday, October 7, the due date should be 10/07/96. If you try and record the due date as 09/30/96 you will get a G901 DUE DATE LESS THAN CURRENT DATE fatal error.